

ORD-2582-74

1 August 1974

MEMORANDUM FOR: Director of Finance

SUBJECT: Recommendation for Promotion - Mrs.

25X1A9a [REDACTED]

25X1A9a

1. It is requested that [REDACTED] be considered for promotion from GS-7 to GS-8. [REDACTED] entered on duty with DD/S&T/ORD on 2 September 1973 and has been under my supervision for ten months.

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2. During this period she has carried out her responsibilities in an extremely competent manner. Subject has readily adapted to the maintenance of accounts by "Relevance TREES" unique to ORD. In this regard, her position is an unusual assignment requiring a unique expertise in relation to other B&F offices. [REDACTED] predecessors' grade levels reflected the uniqueness required in this position.

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3. Although [REDACTED] has successfully continued in her position and maintained responsibilities comparable to those of her predecessors, she graciously accepts additional duties which she carries out with a high degree of professionalism. It should be noted the willingness she puts forth in accepting these added duties greatly assists ORD professional and staff personnel. It has been brought to my attention by various officers that the cooperation rendered by [REDACTED] has been very well received. Her assistance in carrying out their financial responsibilities in such a smooth manner has given the officer more time to devote to scientific and technical problems. It is my opinion that [REDACTED] current performance in the duties assigned her, in addition to her technical capabilities, warrants her promotion to the GS-8 level.

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4. [REDACTED] has been in grade since August 1963. Since Subject will be retiring within the next few years, it is requested that action be initiated as expeditiously

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C1 By 014367
E-2 IMPDET

*Not
Appended*

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SUBJECT: Recommendation for Promotion - [REDACTED]

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as possible to permit [REDACTED] to receive this well-deserved recognition of her current work efforts and long years of service.

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[REDACTED]
Budget Officer, ORD/DD/S&T

CONCUR:

/s/ JAMES V. HIRSCH

1 AUG 1974

James V. Hirsch
Director of Research and Development

Date

Distribution:

O&1 - Addressee
1 - Special Panel, ORD
1 - B&F/ORD
B&F/ORD/DD/S&T [REDACTED] :nlm/3486 (1 Aug 74)

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